



# Arkansas Department of Health and Human Services

## Division of Youth Services

Policy No. 2-03.11 Pages: 2 Manual: RESIDENTIAL OPERATIONS

SUBJECT: Professional Development EFFECTIVE DATE: 7/06/2006

CHAPTER: Education ATTACHMENTS: \_\_\_\_\_

REFERENCE: ADE – Licensure Requirements  
NSDC Standards AUTHORIZED BY: J. Kenneth Hales

### I. POLICY:

The Division of Youth Services (DYS) and its residential facility operators shall provide the opportunity for certified teachers in DYS residential facilities to receive at least sixty (60) hours of professional development annually as required by the Arkansas Department of Education (ADE) to maintain licensure. Professional development shall be provided to teachers above the ADE requirement as deemed necessary by DYS.

### II. APPLICATION:

All DYS Central Office education staff, facility directors, education directors, human resource directors, teachers, and education personnel

### III. DEFINITIONS:

- A. Professional Development: A coordinated set of planned learning activities that are based on research, are standards-based, and continuous
- B. Training: An organized, planned, and evaluated activity designed to achieve specific learning objectives and includes requirements for completion, attendance recording, and a system for recording completed training.
- C. Professional Development Program: A course of instruction intended to provide content which fulfills the requirement for professional development credit for teacher and administrators licensed by the ADE.

### IV. PROCEDURES:

- A. The Professional Development Program (PDP) shall, in part:
  - 1. Align DYS resources to address the professional development activities that will satisfy state mandates.
  - 2. Ensure each certified teacher receives a minimum of sixty (60) hours of professional development activity, to be fulfilled annually, between June 1 and May 31.
  - 3. Professional development hours earned in excess of sixty (60) hours in the designated year cannot be carried over to the next year.
  - 4. The division's PDP shall demonstrate scientifically researched-based best practices.
  - 5. Reserve the right(s) to require extra professional development hours in addition to the annually state mandated sixty (60) hours of professional development.
- B. The goal of the PDP is:
  - 1. To improve knowledge and skills
  - 2. To facilitate individual, school-wide and division-wide improvements
  - 3. To increase students' achievement and academic performance
  - 4. Individual, school-wide and system-wide improvement
  - 5. Ensure that all students demonstrate proficiency on the state criterion-referenced assessments.
- C. Teachers and administrators shall be involved in the design, selection and evaluation of the plan for their own professional development.
- D. Professional development activities shall be scheduled to allow teachers to attend without missing regular teaching assignments, when possible.

- E. Teachers and administrators shall obtain at least sixty (60) hours per year of approved professional development activities over a five-year period, as required for licensure renewal. Activities shall include, but not be limited to, the following:
1. At least six (6) annual hours shall be in the area of educational technology.
  2. At least two (2) annual hours shall be designed to enhance their understanding of effective parental involvement strategies.
  3. Teachers who provide instruction in Arkansas History shall receive at least two (2) annual hours of professional development in Arkansas History.
  4. Administrators shall receive annual training in at least the following:
    - a. Data disaggregating
    - b. Instructional leadership
    - c. Fiscal management.
    - d. At least three (3) hours annually designed to enhance their understanding of the following:
      - 1) Effective parental involvement strategies
      - 2) The importance of administrative leadership in setting parental expectations
      - 3) Creating a climate conducive to parental participation.
- F. Approved professional development activities should be with the objectives developed by the National Staff Development Council Standards (NSDC) and may include the following:
1. conferences
  2. workshops
  3. institutes
  4. individual learning
  5. mentoring
  6. peer coaching
  7. study groups
  8. National Board for Professional Teaching Standards Certification
  9. distance learning
  10. internship
  11. DYS/school programs
  12. approved college/university coursework
- I. Professional development activities shall relate to the following areas:
1. content (K-12)
  2. instructional strategies
  3. assessment
  4. advocacy/leadership
  5. systemic change process
  6. standards, frameworks, and curriculum alignment
  7. supervision
  8. mentoring/coaching
  9. educational technology
  10. principles of learning/developmental stages
  11. cognitive research
  12. Building a collaborative learning community
- J. Each employee is responsible for submitting documentation of attendance for all professional development activities to the facility directors, or their designee.
- K. Teachers and administrators who miss part or all of any scheduled professional development activity shall make up the required hours in comparable activities which must be pre-approved by the DYS Education Director
- L. Employees who do not receive or furnish documentation of the required sixty (60) hours annual professional development jeopardize the legitimacy of their grades and the academic achievement of their students.
- M. Failure of an employee to receive sixty (60) hours of professional development in any given year shall also be grounds for disciplinary action up to and including termination.